



## **22. Roles and Responsibilities**

### **22.1 Contractor's Primary Responsibilities**

1. The Contractor's primary responsibilities are set forth in Section 23: The Division of Responsibility matrix (DOR). This DOR matrix defines the allocation of responsibilities between AT&T and the Contractor. The AT&T Regional Director of Implementation must approve any variations in the division of responsibilities affecting the fixed price, schedule, or quality.

### **22.2 AT&T' Primary Responsibilities**

1. AT&T' primary responsibilities are set forth in Section 23: The Division of Responsibility matrix. This DOR matrix defines the allocation of responsibilities between AT&T and the Contractor.
2. Additional AT&T responsibilities, not outlined in the DOR, include but are not limited to the following:
  - i. Establish overall program level schedule for each market
  - ii. Maintain the development of National site development standards
  - iii. Provide regulatory interface and oversight of regulatory processes
  - iv. Provide Legal review and final processing of any leases as provided in the Agreement
  - v. Provide Legal counsel & expert witness testimony in public hearings, if required
  - vi. Procure BTS equipment based on monthly equipment forecasting and 13-month rolling forecasts
  - vii. Provide Network Architecture and Network Engineering disciplines
  - viii. Provide pertinent information on strategic AT&T agreements and relationships with power/utility companies, other carries, preferred suppliers and tower companies
  - ix. Provide any expert testimony, other than Contractor's site acquisition personnel, required by any applicable jurisdiction, including any required presentation materials.

## 23. Division of Responsibilities Matrix

R – Responsible

I – Inform

C – Consulted

Note:

This RACI/DOR is intended for market level use and to outline the "general" division of responsibilities between the AT&T and the Contractor. This RACI/DOR is subject to change

Role Descriptions	AT&T	Contractor	BTS Vendor
Site Acquisition			
Update all AT&T systems as required under Data integrity	I	R	
CASPR			
Site Submission Forms			
Other NREA required documents			
Generate <b>SCIP</b> for all search ring site candidates, including but not limited to:	I	R	
Site address and site legal information			
Landlord information			
Zoning and permitting analysis			
Site type			
Structure type			
Proposed BTS equipment type			
Proposed antenna elevation			
Commercial power and telephone utility availability			
Local Exchange Carrier (LEC)			
Commercial power company			
Verify microwave path Line of Site (LOS) with RF Engineer			
Digital photographs facing, at antenna elevation if possible, facing True North and all (3)-three antenna azimuth orientations.			
Digital photograph of commercial power and telephone Point of Presence (POP)			
Digital photograph of lease space.			
Digital photographs of any potential RF propagation hazards; trees, buildings, cranes, etc.			
List of any potential risks or hazards			
Coordinate Design Visit with A&E\Construction\Others necessary to verify microwave path line of site (LOS) with RF engineering	I	R	
Submit Inquiry Request (I/R) to AT&T Transport	I	R	
Site address and site legal information			
LATLONG			
Landlord information			
Feasibility M/W analysis from RF Engineer			
M/W or Leased T1 Decision	R	C	
Coordinate all meetings and correspondence with land lord	I	R	
Engage and manage Architectural and Engineering (A&E) Firm	I	R	
Manage A&E firm (Civil\Structural)	C	R	
Provide all necessary site drawings and documentation to A&E firm			



Provide State Registered Engineer's stamp for all applicable drawings, letters of assurance, documents, and permit submittals			
Generate lease exhibit			
Provide 1A/2C survey coordinates			
Provide existing tower structure data			
Conduct structural analysis (if required)			
Order site survey			
Prepare and submit NEPA filing			
Prepare and submit SHPO filing			
Coordinate Phase-0 and Phase-I environmental studies			
Obtain geotechnical (soils) report			
Prepare zoning drawings (if applicable)			
Prepare photo renderings (if required)			
Prepare zoning packages			
Generate construction drawings and specification for building permit and equipment\material procurement			
Prepare and submit build permit packages			
Provide as-build drawing packages for final site turn-over packages			
<b>Manage A&amp;E firm (Equipment)</b>	C	R	
Provide BTS equipment layouts, alarming, grounding, cable tray layouts, and HVAC loading for tenant improvement sites (if applicable)			
Verify site VDC (if applicable) and VAC power requirements			
<b>Attend zoning hearings (if applicable)</b>	I/C	R	
<b>Zoning package submitted</b>	I/C	R	
<b>Lease Agreement Signed</b>	I/C	R	
Completion of all necessary leasing documents as per AT&T' Standard Lease Agreement WNS-00TBD			
Negotiate all terms and agreements as per AT&T' Cell Site Business Leasing Guidelines WNS-00TBD			
Review all non-standard business terms with AT&T business responsibility and nonstandard legal terms with AT&T legal.			
Ensure all antenna requirements have been clearly identified including E911and M/W			
Ensure all necessary title searches have been obtained			
Coordinate all non-standard lease reviews with AT&T Regional Legal Departments.			
Obtain all necessary signatures and initials from all parties.			
Obtain completed and signed W9 forms			
Ensure all lease exhibits, zoning drawings, photo renderings, and construction drawings have been reviewed and signed by the landlord (if required)			
Ensure all forms have been completed and submitted to AT&T Property Management for execution.			
<b>RF Web data verification</b>	R	I	
<b>CASPR data verification</b>			
<b>Building permit package submitted</b>	I	R	
<b>Obtain zoning permit (approval)</b>	I	R	
<b>Obtain building permit</b>	I	R	
<b>Site Acquisition Complete</b>	I	R	
The Contractors completes all work necessary to start construction which includes all necessary permits, filings, and legal documents to commence site construction activities			
All EH&S documentation completed as Attachments to Agreement			
All pre-inspections have been completed or arranged			



Coordinate meeting with landlord to verify construction start and to validate construction windows.			
Verify any site access restrictions with landlord			
RF Web data verification	R	I	
CASPR data verification			
<b>Site Construction</b>			
Establish project facilities	I/C	R	
Establish network connectivity into AT&T' systems	R	R	
Qualify and establish contracts with local subcontractors and subsequent approval by AT&T (if required)	C	R	
Field Construction			
Receive NTP from Site Acquisition team	I	R	
Review NTP and ensure all required documentation is completed to start construction			
Prepare bid packages for sub-contractors			
Award bids			
Procure all necessary equipment and materials			
Coordinate construction walk-down with sub-contractors			
Finalize construction schedule			
Site Interconnect – Leased T1: Submit I/R Request to LEC	R	I	
Site Interconnect – for M/W (if applicable); such work to be provided pursuant in a separate SOW or WA, at AT&T' option.	I/C	R	
Telco (LEC) Field Visit	I/C	R	
Site Interconnect – Leased T1: Submit Telco Order to AT&T	I	R	
Site Interconnect – Leased T1: Order Backhaul/Transport	R	I	
Receive LEC Firm Order Confirmation (FOC)	R	I	
Start Construction	I	R	
Issue to AT&T BTS equipment configuration as per GIN process WNS-00369.	I	R	
Order BTS equipment as per GIN process WNS-00369	R		I
Generate data fill per WNS-00418	R	I	I
CASPR	I	R	
Site Submission Forms			
Construction			
Perform construction and construction management activities necessary to complete site construction per permitted construction drawings and AT&T Specifications and applicable laws.		R	
Take care, custody and control of all equipment and material up until such time as the site is turned over to AT&T through the acceptance process.		R	
Site Interconnect – Leased T1: Telco Ready	I	R	
Construction activities completed for LEC to deliver T1.			
Site Interconnect – Leased T1: Install Backhaul/Transport.	R	I	I
Contractor has coordinated the installation the LEC's Network Interface Unit (NIU).			
The LEC installs T1 generating card in NIU and sets DIP- switches for B8ZS/ESF.			
The LEC energizes the T1 stream			
The LEC has completes testing of T1 from NIU to LEC hub and installs looping plug.			
Contractor installs the tie cable and terminates to the NIU.			
Coordinate the delivery of cell site commercial power service.	I	R	
Site Ready for Equipment Installation	I	R	I
All necessary construction work is completed to allow for BTS equipment installation			
Site is secure and accessible			
Commercial power has been delivered			



T1 (leased or M/W) installed and tested			
All overhead tower, antenna, and line work has been completed			
Antenna system has been performance tested and as per AT&T' Specifications.			
Site Interconnect – for M/W (if applicable); such work to be pursuant in a separate SOW or WA, at AT&T' option.	I	R	I
End to End Abis Install, Test, and Acceptance	I	R	I
Completion of cross-connects and wiring at the BTS and end-to-end testing from primary site (BTS) through DACS, BSC and AT&T switch. Contractor is not responsible for DACS cross connects or hard-wire cross-connects at AT&T switch.			
BTS Equipment Installation			
Send Notice to Proceed (NTP) or Ready to Set (RTS) to BTS equipment vendor.	I	R	I
Verify Data Fill has been completed	I/C	R	
Coordinate the scheduled delivery of BTS to cell site		R	I/C
Install BTS equipment		I	R
BTS Equipment Installation Complete		I	R
Complete all stand-alone testing and commissioning as per manufactures specifications			R
Set all RF radio power output settings as per AT&T' RF design criteria.			R
Coordinate data fill download with Radio Integration Center (RIC)			R
Coordinate all antenna-sharing cut-overs with AT&T Field Operations prior to integrating BTS equipment into the AT&T network.	I	I	R
Notification to AT&T that tower construction is complete	I	R	
Notification to FCC that tower construction is complete	R	I	
<b>Construction Complete</b>		R	
Complete all construction activities necessary to complete site construction per permitted construction drawings and AT&T Specifications; provided, however failure to complete the mutually agreed construction activities described in Section 17 of this SOW.			
Obtain certificate of occupancy and other permits as required for construction of the Site.			
RF Web data verification	R	I	
CASPR data verification			
BTS/Node-b Integration and Optimization			
BTS/Node-b Integration to BSC/RNC	I	I	R
Integrate BTS/Node-b to BSC/RNC			
Clear all site alarms and ensure AT&T' Mobile Network Operations (MNOC) has full alarm monitoring capability.			
Complete remaining BTS/Node-b equipment testing and commissioning.			
Document and provide all necessary BTS/Node-b installation, testing, and commissioning documentation to Contractor.			
Provide test script matrix	R	I	
Integrate BTS/Node-b to RF Network	I		R
Verify and complete all call-through test scripts			
BTS/Node-b is to be left "cell-barred/operator reserved" unless otherwise directed by local AT&T RF Performance Engineering.			
Site Optimized and On-Air	R	I	I
Cell site hand-off parameters have been verified.			
Cell barring is lifted and BTS equipment is placed into commercial service.			
Review Key Performance Indicators (KPI's)	R	C	R
Local AT&T RF Performance Engineers review cell site KPI's to ensure the site is meeting RF performance and coverage objective.			
Upon review and acceptance of KPI's, AT&T notifies Field Operations or AT&T Representative to complete cell site acceptance.			



Turnover Package Complete	I	R	C
All closeout documents required as per AT&T Specifications.			
Perform pre-site acceptance audit with sub-contractor(s)		R	I/C
Ensure all pre-site punch list items have been cleared prior to AT&T Final Acceptance.	I/C	R	
Arrange a single final acceptance Site visit with the appropriate AT&T personnel (i.e., Field Operations, Implementation and/or Vendor Quality Specialist); provided that additional site visits may be required if there is noncompliance.	I	R	
Final Acceptance	R	C	C
Complete New Site Build Vendor Quality Standards and Procedures for Documentation Turnover and Final Site Acceptance as per AT&T' Specifications.			
RF Web data verification	R	I	
CASPR data verification			
AVS data verification			
AMS data verification			
Reconcile milestone payment report			
Quality and Safety			
Ensure all sub-contractors are working in a safe and orderly manner at all times and strict OSHA standards for safety are adhered to through the entire construction phase.		R	I/C
Ensure all sub-contractors conduct themselves in a polite and orderly manner at all times while working on the construction site.		R	I/C
All cell sites are to be left clean and free of debris and garbage.		R	
The Contractor must provide a Manager of Quality that is solely responsible for all quality control and assurance of installation of cell sites per the Specification and Drawings provided by AT&T	I	R	
Project Controls and Business Management			
Provide construction and project management of Contractor's Work.	I	R	
Provide project management/coordination with BTS vendor	I	R	
Develop and maintain collaborative on-line milestone tracking schedule utilizing CASPR	I	R	
Provide daily schedule updates, actual and forecast on a site-by-site basis, for all CASPR activities	I	R	
Review and reconcile weekly CASPR Milestone Pay-Point reports with Regional Implementation Director.	I	R	
Update the necessary AT&T tools, as outline in this SOW, for regular reporting cycles as mutually agreed upon between AT&T and Contractor.	I	R	
Issue all necessary Market level reports. Reporting cycle and report content to be mutually agreed upon between AT&T and Contractor.	I	R	I
Issue all necessary National level reports. Reporting cycle and report content to be mutually agreed upon between AT&T and Contractor.	R	I	I
Issue weekly exception reports and monthly status reports to AT&T indicating status against assigned deliverables and any known issues that could impact the project's success.	R	I/C	
Following AT&T established processes for data collection and status updating of all required business systems	I/C	R	

## 24. Other Requirements

### 24.1 Training Requirements

1. AT&T will not compensate Contractor for the training of technical staff used on AT&T projects. Staff is expected to have adequate training to meet the qualification requirements outlined in this section. Contractor training on AT&T proprietary systems, applications, processes and methodologies will be the responsibility of AT&T.



## **24.2 Security Requirements**

1. AT&T will provide and coordinate all necessary access to AT&T locations and systems to Contractor resources and as required, to perform Contractor's services.

## **24.3 Technical and Business Requirements**

1. The Contractor will comply with all AT&T Specifications applicable to cell site development, which may be revised by AT&T from time to time, which, will be subject to the Change Order provisions for AT&T initiated changes as set forth in Exhibit Q.